

NOTICE OF APPEAL BEFORE THE MISSISSIPPI EMPLOYEE APPEALS BOARD	
	APPEALING PARTY
VERSUS	NO.
	RESPONDING PARTY
NOTE: Supplemental pages may be attached if needed. Do not write on the reverse sides of this form or any supplemental page.	
1. Name, mailing address and telephone number of Appealing Party:	
<hr/>	
2. Name, mailing address and telephone number of Appealing Party's attorney, if any:	
<hr/>	
3. Name, mailing address and telephone number of Responding Party:	
<hr/>	
4. Name, mailing address and telephone number of Responding Party's attorney, if known:	
<hr/>	
5. Appealing Party's employing agency (if applicable):	
<hr/>	

6.	Appealing Party's assigned work station (town, city, county) and organizational location (bureau, division, branch) within employing agency (if applicable):
7.	Appealing Party's immediate supervisor (if applicable):
8.	Appealing Party's job title (if applicable):
9.	Appealing Party's date of hire with employing agency (if applicable):
10.	Appealing Party's date of termination from employing agency (if applicable):
11.	Appealing Party's Statement, in sufficient detail, of the facts upon which the appeal is taken, including the effective date of any alleged grievable action, and why such action is in error:

12. Appealing Party's Statement of the final action taken and/or decision made as a result of the agency-level grievance proceedings, including the effective date of such final action:	
<hr/>	
13. Appealing Party's Statement of relief requested:	
<hr/>	
14. List of any documents, exhibits, and/or supplemental pages which Appealing Party has attached to this Notice of Appeal:	
<hr/>	
Signature of Appealing Party	
Date	
<p>NOTE: To file an appeal, the Appealing Party should fill out and return this form to the Mississippi Employee Appeals Board, 301 North Lamar Street, Suite 100, Jackson, Mississippi 39201. The Notice of Appeal must be accompanied by copies of all documents generated by the agency-level grievance proceedings which took place prior to the filing of the appeal. A fee of one hundred dollars (\$100.00) in the form of a cashier's check, bona fide attorney's check, or money order made payable to the Mississippi Employee Appeals Board must be filed by the Appealing Party with the Notice of Appeal. Cash or personal checks will not be accepted. The rules governing appeals are found in the Mississippi Employee Appeals Board Administrative Rules booklet. See also Mississippi Code Annotated 25-9-101 through 25-9-151 and 25-9-301 through 25-9-305.</p>	